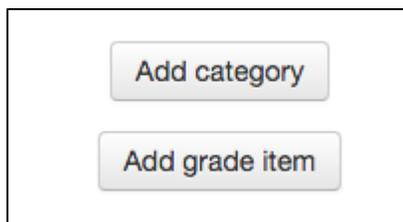


Creating a Manual Grade Item/Bonus Points

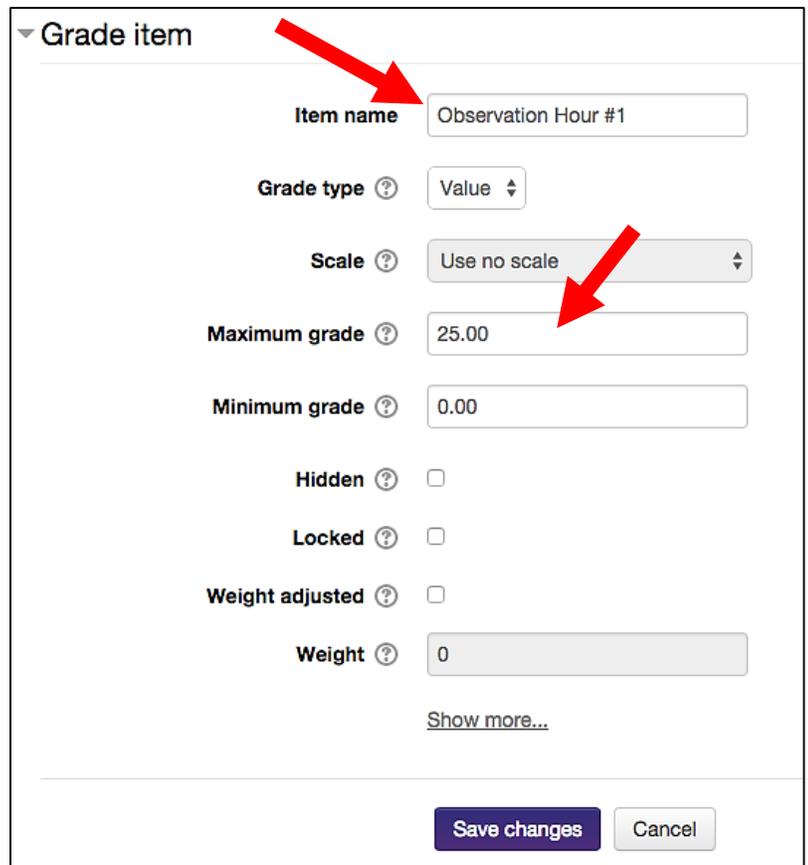
- 1) Open your gradebook and select the "setup" tab.



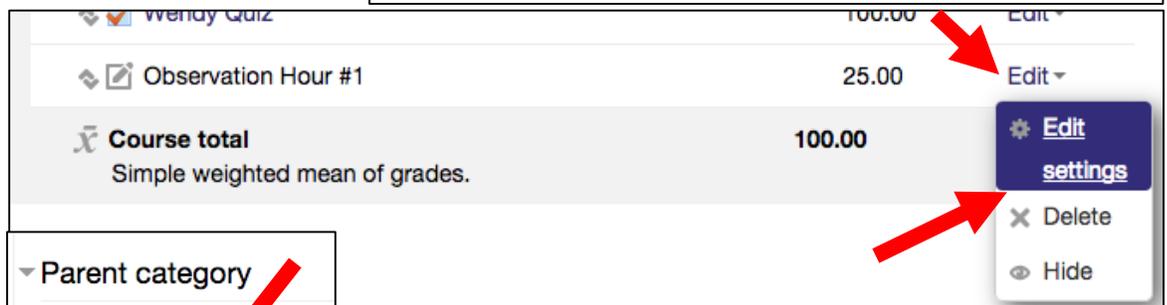
- 2) Scroll to the very bottom to the page and select "Add Grade Item."



- 3) Fill in the Item name and Maximum grade component (either value or a preset scale).
- 4) If you want to make this item bonus points/extra credit, select "edit and then edit settings" next to the item. You will then select "extra credit" at the bottom of the page under the "Parent Category." Make sure you scroll back to the bottom of the page and hit save changes.



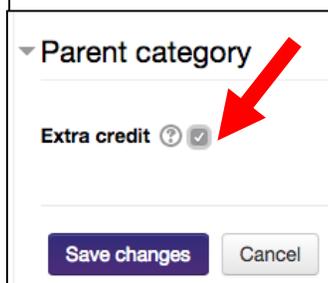
The screenshot shows the 'Grade item' configuration form. A red arrow points to the 'Item name' field, which contains 'Observation Hour #1'. Another red arrow points to the 'Scale' dropdown menu, which is set to 'Use no scale'. The 'Maximum grade' field is set to '25.00'. Other fields include 'Grade type' (Value), 'Minimum grade' (0.00), 'Hidden', 'Locked', 'Weight adjusted', and 'Weight' (0). A 'Show more...' link is visible below the 'Weight' field. At the bottom, there are 'Save changes' and 'Cancel' buttons.



The screenshot shows a table with the following data:

Item	Grade	Action
Wendy Quiz	100.00	Edit
Observation Hour #1	25.00	Edit
Course total Simple weighted mean of grades.	100.00	

A red arrow points to the 'Edit' button for the 'Observation Hour #1' item. Another red arrow points to the 'Edit settings' option in the dropdown menu.



The screenshot shows the 'Parent category' settings form. A red arrow points to the 'Extra credit' checkbox, which is checked. At the bottom, there are 'Save changes' and 'Cancel' buttons.